

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div>		<div>広報番号 : Announcement No.</div> <div>CFAY-013-02-06</div>
		<div>募集締切日: Closing Date</div> <div>11 May 06</div>
		<div>発行日: Date of Issue</div> <div>28 Apr 06</div>
<div>1.職種名 Job title ( 等級 Grade <u>6</u> / 語学等級 LAD <u>4</u> )</div> <div>Information and Editorial Specialist #95</div> <div>(報道編集専門職)</div> <div>受諾可能な下位等級 Acceptable Trainee Level: 1-5</div> <div><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系</div> <div>Administrative Blue Collar Trade Security Medical</div>		<div>募集人数 No. of Recruitment</div> <div>1 名</div>
<div>2.部隊 Activity</div> <div>Commander Fleet Activities, Yokosuka</div> <div>Public Affairs Office</div> <div>(Code 013)</div> <div>勤務場所 Working Place: Yokosuka</div>		<div>4.募集範囲 Area of Consideration</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内)</div> <div>Current MLC/IHA Employee within Activity</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内)</div> <div>Current MLC/IHA Employee in commuting distance</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍)</div> <div>Current MLC/IHA Employee Japan Wide</div> <div><input checked="" type="checkbox"/> 外部 Off Base Applicant</div>
<div>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</div> <div>勤務日 Work Days <u>週休2日</u> Mon thru Fri</div> <div>勤務時間・休憩 Work Hours/Recess Period 0800 – 1645, Recess: 1200 - 1245</div> <div><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel (Relief Duty)</div>		<div>5.雇用の種類 Type of Employment</div> <div><input checked="" type="checkbox"/> MLC</div> <div><input type="checkbox"/> IHA <input type="checkbox"/> HPT</div> <div><input checked="" type="checkbox"/> 常用 Permanent</div> <div><input type="checkbox"/> 限定 Limited Term ( <u>  </u>ヵ月 Months )</div>
<div>6.職務内容 Duties</div> <div>Serves as storefront public affairs representative for major tenant command. Participates in preparation of weekly Seahawk newspaper by collecting news items, literary articles, picture and information of interest to base personnel from various sources. Prepares items and illustrations for publication in the Japanese and English language with responsibility for proper grammatical structure, readability, layout, spelling, balance and style. Writes, adapts, edits, rewrites and proofreads manuscripts, bulletins, press releases, pamphlets, visual presentations, and/or other material for publication. Takes necessary action for publication subsequent to obtain concurrence of supervisor. Reviews and evaluates daily Japanese press, weekly magazines, U.S. Forces newspaper articles and other publications. Occasionally assists supervisor in establishing friendly relations with representatives of the press, radio and other public information media to facilitate publication and other presentation of materials dealing with news events and timely subjects. Advises supervisor on choice timing, releases, special articles, photographs and other informational materials. Performs other related or incidental duties as assigned.</div>		
<div>7.資格要件／身体条件 Qualification/Physical Requirements</div> <div>a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, possession of Masters Degree in a related field may qualify him/her at 1-6 level.</div> <div>b. Knowledge of the principles and methods of effective written and oral communication.</div> <div>c. Skill in preparing and writing articles, news releases and speeches.</div> <div>d. Skill in establishing and maintaining effective working relationship with both U.S. and host nation local media representatives.</div> <div>e. Skill in operating audio/visual equipment and desktop publishing.</div> <div>f. Skill in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and PowerPoint) and Communications.</div> <div>g. Ability to speak, read and write Japanese at native language level.</div> <div>h. Ability to speak, read and write English at exceptional proficiency level (LAD-4).</div> <div>*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience; completion of 4-year college/university in a related field may qualify him/her at 1-5 level.</div> <div>*A handicapped applicant may be accepted, depending on the degree and kind of disability.</div>		
<div>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional</div>		
<div>学歴 Educational Background : N/A</div>		<div>免許証／修了証 License/Certificate Required : N/A</div>
<div>8.提出するもの Application and Associated Documents</div>		<div>職務状況 Working Condition</div>
<div>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)</div> <div>****HROのウェブサイトにてPDF形式の様式を入手出来ます。 <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> ****</div> <div>*<input checked="" type="checkbox"/> 専門職務経歴書 Self-explanation of past work experience, skills and knowledge</div> <div><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of Certificate of English Proficiency</div> <div><input checked="" type="checkbox"/> 80円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</div> <div>12cm x 23.5cm envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not acceptable.)</div> <div>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English</div>		<div>Confined Spaces</div>
<div>問い合わせ先 for Job Inquiries</div>	<div>提出先 Office to Submit</div>	<div>事務処理欄 For Official Use</div>
<div>担当部署／担当者名 Office</div> <div>横須賀基地司令部マネージメントオフィス</div> <div>人事管理課 担当： 松田・石原</div> <div>☎046-816-8148/046-816-8143</div> <div>DSN 243-8148/8143</div> <div>(職務内容に関する問い合わせ)</div>	<div>〒238-0001 神奈川県横須賀市泊町1番地、Box 22</div> <div>1 Banchi Tomari-cho, Yokosuka, Box 22</div> <div>米海軍横須賀基地統合人事部雇用課 (HRO)</div> <div>CNFJ, HRO Yokosuka, JN Employment/Classification Division</div> <div>(N132)</div> <div>☎046-816-8152 DSN 243-8152</div> <div>(提出・通知に関する問い合わせ)</div>	<div>PD No.: CFAY-013-003</div> <div>PD is accurate and current.</div> <div>Certified by Activity:yi</div> <div>04/21</div> <div>HRO: ah 4/28</div>

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.  
提出された応募書類はお返ししません Submitted applications will not be returned.